Spanish-Speaking Program launches media campaign

A campaign using 300 Spanish broadcasting stations will take place in 1975 to alert the Spanish-speaking throughout the country of their right to compete for Federal jobs.

The stations are being sent a campaign kit containing taped spots by Jose Ferrer and Elena Verdugo. A cover letter from Civil Service Commission Chairman Robert E. Hampton explains the campaign and requests public service time. A fact sheet and bilingual brochures explain the Spanish-Speaking Program and the Civil Service system. The bilingual tapes tell about the government as an equal opportunity employer and the CSC Federal Job Information Centers as a source of information about jobs.

Jose Ferrer Elena Verdugo

In conjunction with this effort, Federal Job Information Centers in Spanish-speaking areas have displays of bilingual pamphlets which explain such matters as *How to Fill Out an SF-171,* the government job application.

Members of Spanish-speaking organizations and regional agency program coordinators are being asked to support this campaign by contacting local radio stations to request that announcements be aired at prime time. Any questions regarding the campaign can be answered through area Job Information Centers.

U. S. DEPOSITORY

EEO Spotlight

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CSC gives new guidelines for pregnant employees

New guidelines on absence for maternity reasons have been issued by the Civil Service Commission to replace earlier material in the Federal Personnel Manual. The revisions were written to ensure that Federal leave policies are applied to a pregnant employee in the same way as to any employee with a medically certified temporary disability.

The new chapter uses the phrase "absence for maternity reasons" rather than "maternity leave" to eliminate the misunderstanding that there is a separate type of leave for maternity. In the Federal service, there are only three kinds of leave applicable to a maternity-related absence: sick-leave, annual leave, and leave without pay. A period of leave for maternity will be made up of one or more of these three leave categories.

The new instructions recognize that the circumstance of each maternity case is unique and therefore do not specify any particular period of absence. The length of leave is to be determined by the employee, her physician, and her supervisor. The earlier guidelines suggested about 14 weeks leave of absence.

The latest statements emphasize the agency's responsibility for continuing employment in the same or a comparable position after an absence for maternity reasons. The earlier recommendations contained no statement about assuring employment after such an absence although most agencies made an effort.

The previous guidelines advised against advancing sick leave for pregnancy, but the new ones emphasize that the same policies, regulations, and procedures that pertain to leave requests generally must be applied to leave for maternity reasons.

EEO gets 3 new CSC officials

Three new equal employment opportunity program officials have been named by the Civil Service Commission. Carlos Esparza is the director of the Spanish-Speaking Program; Jeanne Monk is coordinator for the new Age Discrimination in Employment Act program; and Joseph Canedo is the chief of the Discrimination Complaints and Enforcement Section in the Office of Federal Equal Employment Opportunity.

Esparza began his Federal career with CSC in 1964 after graduating from the University of Texas at El Paso. Through his

(Continued on page 4)

FAA uses 'tryouts' for Mobility selection

The Federal Aviation Administration, Department of Transportation, is doing something new to select trainees for its headquarters Upward Mobility program. Besides using regular selection methods, including supervisory evaluations, awards, and training, FAA has adopted the assessment center technique. The technique itself is not new, but its application in selecting upward mobility candidates is.

It operates on the assumption that a candidate who performs well under simulated conditions is likely to do well in the job. The assessment center selection process is similar to the way basketball and drama coaches select players — on the basis of "tryouts."

How it works

The assessment center presents six candidates with a problem that would allow them to demonstrate skills required in the target job. Three assessors hear how the candidates would solve the problem.

Candidate discussions and narrative reports are evaluated by measuring their demonstrated skills and abilities against those established as requisites for target jobs. Each evaluation is numerical and is confirmed or adjusted by discussion. An administrative staff member is present at the rating panels to help maintain a constant standard. Since standardization is crucial to objectivity, raters are appropriately trained for their work.

Advantages

FAA has found advantages in basing its trainee selection on the assessment center process. It allows a number of candidates to be interviewed efficiently at one time. It provides a means of standardizing observations about comparative candidate behavior. It gives information not available through traditional approaches.

For example, FAA found that while supervisory evaluations may provide good data about dependability, motivation, and performance in a current position, they were less useful about predicting success in an unrelated target job. Supervisory evaluations, in any case, showed little dissimilarity among candidates.

Traditional selection criteria such as awards and training were also difficult to standardize and compare. FAA used the assessment center to help fill-in-the-blanks about candidates. The approach provides good quantities of data that match the candidate's aptitude with requirements of the target job.

Its Use

The assessment center can be used to measure a candidate's potential for virtually any target job requiring analytical and organizational abilities, abstract reasoning and leadership abilities, interpersonal and writing skills, arithmetic skills, and other related aptitudes.

In addition, candidates can be measured for different target jobs at the same time by building into a simulated problem tests for various skills. This is especially helpful when job requirements overlap.

Expertise

The assessment center generally requires the assistance of a psychologist to precisely analyze target positions and develop assessment exercises that will display the requisite skills. FAA hired a psychologist consultant to set up its center. He will help analyze the validity of the new selection process during 1975.

Civil Service Commission psychologists are developing an assessment center technique for the Upward Mobility program at the Bureau of Engraving and Printing. By late spring, CSC expects to have a model program designed for specific job series which will be available to agencies. The Commission is also planning to provide assessor training if agencies wish to use the technique.

Other aspects

The other parts of the Upward Mobility program at FAA follow the traditional patterns regarding minimum eligibility requirements, target job identification, training plan design, and career counseling.

The program is open to career employees, GS-4 through -8 and Wage Grade equivalents who have worked at FAA for one year. FAA had 180 applicants for its first 13 target positions. Its new group of trainees includes four minorities and 11 women, ranging in age from 23 to 51.

FAA development specialists worked with supervisors to plan individual on-the-job and formal training suited to employee needs and tasks of the target job.

Target positions were established in the personnel assistant, management technician, accounting technician, and program assistant series. The trainees are now working in their new offices.

At the end of training, employees will be placed in target positions through reassignment or promotion. There is opportunity for mobility up to the GS-9 level without competition in the career ladder approach. Successful trainees also will have the opportunity to compete for jobs in the professional series that parallel their technician positions under the regular merit promotion plan. They will have attained the necessary specialized experience to qualify during their tenure as trainees.

For further information about the FAA Upward Mobility program or its assessment center technique, contact Tim Pile, personnel management specialist, at 426-3320.

ERRATUM

The September-October issue of Spotlight had a printing error on page 2. In the first table that gave the number of Black Americans in full-time Federal employment, the number should have been 383,699.

Justice finds EEO volunteers

To ensure that its employees who have filed complaints of discrimination have adequate representation, the Department of Justice began an EEO Volunteer Representative Program in January 1974. The program now has about 370 volunteers from Washington and the 10 regional areas. During 1974, approximately 10 employees used the volunteer service.

Volunteers are listed on a roster which is maintained by the Federal Women's Program, initiator of the project. Anyone in the Department who has one year of government experience and accepts training through the EEO office and the Federal Women's Program Committee is eligible. No prior EEO experience is necessary.

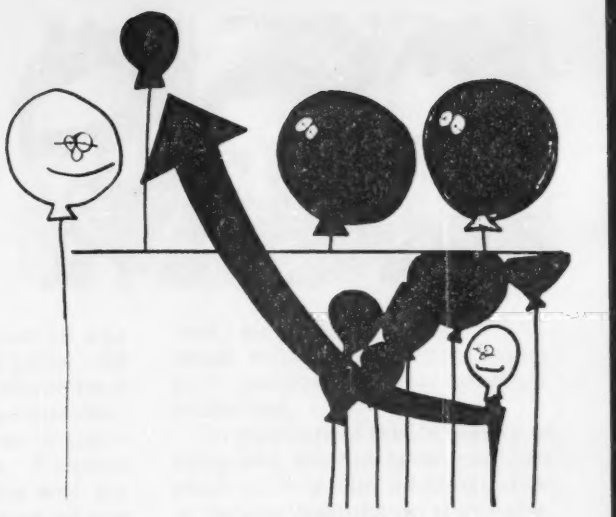
Rosters are available from any EEO office in Justice. Complainants who wish to select a representative from the roster must choose one from the region where they are employed. EEO volunteers who need to travel within regional areas to represent a complainant receive travel and per diem expenses from the Department.

For further information about the program, contact Cynthia Shaunghnessy, Federal Women's Program Coordinator, Department of Justice, 739-2031.

Treasury issues S/S handbook

The Department of the Treasury has issued a comprehensive Handbook for agency implementation of the Spanish-Speaking Program. While it was written for its own bureau managers, supervisors, and program coordinators, the booklet might be helpful to other agencies planning to develop a handbook.

Copies of the handbook are available from David A. Sawyer, Director, Office of Equal Opportunity Program, Department of the Treasury, Washington, D.C. 20220. The phone number is 964-5035.



Upward Mobility means helping people who get stuck, putting them where you need them.

A CSC production

Balloons tell the UM story

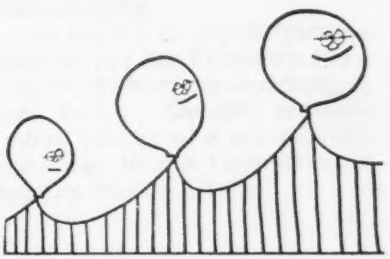
Now That's Upward Mobility is a new audiovisual kit developed by the Civil Service Commission's Office of Federal Equal Employment Opportunity in cooperation with the Bureau of Training. The 15-minute slide/tape presentation explains the concept and program components of Upward Mobility.

The kit contains 67 color slides, a synchronized cassette tape, and an instructor's guide. The guide has a script, a pre-post test with discussion questions, and reproducible handouts.

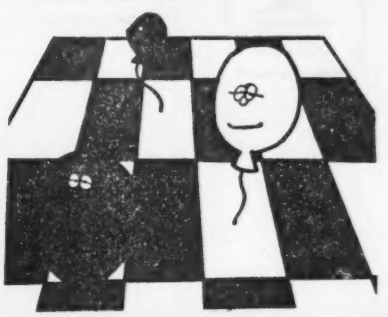
The package was designed for the orientation and training of supervisors, managers, EEO specialists, employee representatives, and Upward Mobility planners. It is suitable for use in Federal, State, and local governments and the private sector.

The $12 kit is available on a purchase-only basis through the Sales Order Desk, National Audiovisual Center (GSA), Washington, D.C. 20429. Checks should be made payable to the National Archives Trust Fund.

For further information, call the National Audiovisual Center at 763-5500.



A bridge job spans the gap to the target position.



Upward Mobility's not a game where you just shuffle people around.

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EEO gets new officials

from page 1

Carlos Esparza

Jeanne Monk

Joseph Canedo

experience as personnel investigator, administrative intern, personnel management specialist, and personnel management advisor with the Commission in Washington, D.C. and San Juan, he brings to the position a thorough knowledge of the Federal personnel system and a broad overview of the employment concerns of the Spanish-speaking.

He was assistant director of the Spanish-Speaking Program since 1973 and was instrumental in producing the *Spanish-Speaking Recruitment Booklet;* the *Spanish-Speaking Coordinators Guidebook;* the monthly newsletter, *La Mesa Redonda;* a series of bilingual pamphlets; and Job Opportunities Bulletins for Spanish-speaking groups.

Esparza is active in such Spanish-speaking organizations as RASSA and IMAGE, and speaks Spanish fluently. He succeeds Higinio Costales who accepted a position with the Department of Labor in Denver.

Jeanne Monk will coordinate the new program area which is emerging as a result of recent amendments to the Age Discrimination in Employment Act (ADEA) of 1967. The revised law, which became effective May 1, 1974, requires that Federal personnel actions be made free from any discrimination based on age and places responsibility for implementation and enforcement on the Civil Service Commission. Under new amendments to Commission regulations, Federal employees or applicants who are 40 but less than 65 years of age may file discrimination complaints on the basis of age through the existing discrimination complaints system.

Her ADEA function will be concerned primarily with development of overall program activities: issuing guidance and regulations to agencies, and reviewing existing programs and issuances to determine where changes or additions are needed to assure full implementation of the law.

Monk joined the Commission's EEO staff in the Office of the Assistant Executive Director a year ago and, as part of her duties, worked on the initial development of the ADEA program for the Federal sector. She brings to the position 20 years of agency and Commission experience in position classification, personnel management, equal employment opportunity, and personnel management evaluation.

A graduate of the University of Maryland, she has taken graduate courses in public administration at George Washington University.

Joseph Canedo is the new chief of the office that monitors agency EEO counseling and discrimination complaints activity. He began his Federal career with the Commission in 1966 and worked as a personnel investigator and a community liaison specialist in the San Francisco region. In 1969, he transferred to Washington, D.C. where he was assigned to the EEO program as an administrative intern. He returned to San Francisco in 1972 as the Commission's regional Federal EEO representative.

He has a B.S. degree from the University of San Francisco and a J.D. degree from the University of San Diego. Canedo replaces Lisbon Tillman who was recently appointed to the Commission's Appeals Review Board.

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